

1                                   **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

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3                                   **ORDINANCE NO. O-13-04 Amended**

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5                                   **Introduced by Alderman Cordle**  
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8 **AN ORDINANCE** concerning  
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10                                   **False Statements Made in Resumes and Applications**

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12 **FOR** the purpose of establishing that all employees and appointees to positions in the  
13 City must sign a statement concerning false statements in their resumes or  
14 employment applications, that an individual who is found to have made a false  
15 statement in their resumes or employment application shall no longer be considered  
16 for employment or, if already hired, shall be subject to certain disciplinary action;  
17 and matters generally relating to said false statements.  
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19                                   \* \* \* \* \*

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21 **BY** adding the following new chapter  
22 Title 3  
23 Chapter 3.10  
24 Code of the City of Annapolis  
25 (1996 Edition and Supplement)  
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27 **BY** repealing and re-enacting, with amendments  
28 Title 3  
29 Chapter 3.04  
30 Section 3.04.010  
31 Code of the City of Annapolis  
32 (1996 Edition and Supplement)  
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35                                   **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
36 **COUNCIL** that the Code of the City of Annapolis shall read as follows:  
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38 **Sec. 3.04.010 Definitions.**  
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40                                   For the purposes of this title, the following words and phrases have the meanings  
41 indicated:  
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43                                   A. "Anniversary date," also known as "review date" or "increment date," means  
44 that date on which a permanent employee is eligible to receive an in-grade pay increase,  
45 normally twelve months from the date of hire and each twelve months thereafter. This date

1 may only be changed by awarding an in-grade pay increase later than the date it is due.  
2 The award date then becomes the new anniversary.

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4 B. "Appointing authority" means:

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6 1. The mayor, for the director of each department and positions assigned to the  
7 office of the mayor;

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9 2. The director of each department, for positions assigned to that department.

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11 C. "Appointment list" means a list containing the names of qualified applicants  
12 for a particular position ranked on the basis of one or more of the following: applicant's  
13 qualifications, competitive examination score and personal interview.

14  
15 D. "Civil service" means the system which includes the regulations and  
16 procedures prescribed in and promulgated under the authority of this chapter, the civil  
17 service board, the job descriptions, the pay plan and all of the employees who are included  
18 in the system.

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20 E. "Classification" means the process of reviewing the duties and responsibilities  
21 of a position or positions and incorporating these duties and responsibilities into a job  
22 description.

23  
24 F. "Employee" means the person employed to perform the work of a position.

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26 G. "Job description" means a written explanation of one position or of several  
27 very similar positions which always includes a title, a general definition of responsibilities,  
28 a list of typical duties and the minimum required qualifications.

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30 H. "Other excluded service" includes members of boards, commissions and  
31 committees; consultants and all other persons rendering temporary service under contract;  
32 and positions involving seasonal or ~~part-time~~ ~~part-time~~ employment except those specifically  
33 placed in the civil service system by the city council upon recommendation of the civil  
34 service board. Any positions not included in the Civil Service or the Exempt Service are  
35 considered to be "Other excluded service."

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37 I. H. "Pay plan" means the written chart which places every job description in a pay  
38 grade. Each pay grade consists of a maximum and minimum level and intermediate levels  
39 of pay.

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41 J. +. "Permanent status" means the status given to a civil service employee who  
42 has successfully completed the probationary period.

1 **K.J.** "Position" means a group of duties and responsibilities assigned to one  
2 employee. A position can be vacant or occupied.

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4 **L.K.** "Probationary status" means the status given to a new or a promoted civil  
5 service employee for the designated period during which the employee must initially  
6 demonstrate an ability to perform the duties of the position to which appointed.

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8 **M.L.** "Promotion" means the movement of a civil service employee from one pay  
9 grade to a higher pay grade.

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11 **N.M.** "Reclassification" means the process of reviewing the duties and  
12 responsibilities of an existing position or positions in order to revise the job description to  
13 which the position or positions are assigned; or moving a job description from one pay  
14 grade to another pay grade.

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16 **O.N.** "Transfer" means the movement of a civil service employee from one position  
17 to another in the same pay grade.

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19 **Chapter 3.10 OTHER EXCLUDED SERVICE**

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21 **Section 3.10.010 Making false statements.**

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23 **A.** All individuals applying for compensated Other Excluded Service positions must  
24 sign and submit to the Human Resources Director a completed City of Annapolis  
25 employment application or form that contains language identifying the right of the City or  
26 appointing authority to ~~dismiss~~ dismiss the applicant/appointee from employment service  
27 with the City.

28  
29 **B.** All individuals being proposed for non-compensated Other Excluded Service  
30 appointments to boards, commissions, and committees must sign and submit to the City  
31 a form from the Human Resources Director that contains language identifying the right of  
32 the City or appointing authority to ~~dismiss~~ dismiss the applicant/appointee from  
33 employment service with the City.

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35 **Section 3.10.020 Consequences for making false statements.**

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37 **A.** Once an individual is found to have made a false statement while applying for  
38 a compensated Other Excluded Service position, that individual shall no longer be  
39 considered for employment with the City of Annapolis. If it is determined that an employee  
40 made a false statement in that individual's employment application, then disciplinary action  
41 shall be taken by the appropriate supervisor consistent with Section 7-5D, Code of  
42 Conduct, Group III Offense, of the City of Annapolis Rules and Regulations.

B. Once an individual is found to have made a false statement while being considered for an appointment, the City Council shall no longer consider that individual for appointment to any board, commission or committee. Following appointment, if an individual is found to have made a false statement in the resume submitted for consideration by the City Council, then the City Council may terminate that individual's appointment with a simple majority vote of the members present. The motion to terminate may be made by any Council member present.

**Section 3.10.030 Effective date.**

The requirements set forth in Sections 3.10.010 and 3.10.020 apply to all applications and resumes that are submitted to any City employee on or after the effective date of those sections..

**SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

**ADOPTED** this 14<sup>th</sup> day of June, 2004.

**ATTEST:**

**THE ANNAPOLIS CITY COUNCIL**

\_\_\_\_\_  
Deborah Heinbuch, MMC  
City Clerk

BY: \_\_\_\_\_  
**ELLEN O. MOYER, MAYOR**

**EXPLANATION:**

Redlining indicates matter added to existing law.

Strike Out indicates matter deleted from existing law.

Underlining and redlining indicate amendments.